

Street Tree Planting Project

THIS PACKET CONTAINS:

- Guidelines for your Street Tree Planting Application
- Application Form
- Sample Contact Letter for Homeowners (make copies sufficient for your own needs)
- Release of Liability Form for Volunteers (make copies sufficient for your own needs)

PLEASE REVIEW ALL PACKET MATERIALS
BEFORE YOU COMPLETE THE APPLICATION FORM

STREET TREE PLANTING APPLICATION GUIDELINES

First Things First!

Read through this entire packet so you get a feel for the process. There are certain steps to follow in a certain order, so the key to success is to plan ahead!

Getting Organized – The Application Process

- Once you have read the materials, start the process by completing the Application Form on page 6. Fill out the entire form leaving no blanks. Return the form to Tigard's City Forester at 13125 SW Hall Boulevard, Tigard, OR, 97223. Remember to allow at least four weeks after returning the application before your proposed planting date. All plantings must be done between mid-September and mid-March.
- At the same time, you should create a letter to send out to your neighbors, asking for their help and participation in the street tree planting process. Be sure to provide notification to every homeowner whose right-of-way area has potential for planting trees. We recommend using and/or modifying the "Sample Contact Letter" letter on page 8. The City will mail them for you at no charge. Feel free to talk to your neighbors as well. Ask for their help and get them excited about the program. If they DO NOT want to participate, have them state so on the "Sample Contact Letter".
- If you will recruit neighbors or other volunteers to help you with the planting of the trees, have them sign the "Release of Liability" form on page 9. Make as many copies as you need. All forms must be returned to the City Forester prior to the planting date.
- Throughout the process the City Forester will work with you on this project. First, the planting site will be assessed, and the sizes of trees to be planted will be identified. The number of trees that may be planted will then be determined.
- After these steps, each participating homeowner will receive a street tree selection list so they may choose the appropriate species for their property. You will be the person whom they will contact with their tree selections. BE SURE TO RETURN THESE SELECTIONS TO THE CITY FORESTER! The City Forester will communicate with you to confirm the delivery of trees and the date and location of delivery. He may recommend modifications in the request to assure that the best outcome will be obtained.

Preparation for Planting

- The City of Tigard will provide all trees and soil amendments, if necessary. The homeowners or organization thereof shall provide water and mulch for planting and maintenance of the tree. Additionally, the homeowners or organization will also be responsible for pruning.
- Organize sufficient numbers of people to volunteer to plant the trees. Two to three people may need up to two hours to plant a large tree. These trees can weigh anywhere between 50 and 300+ pounds. Planters will need gloves and shovels.
- Expect clay soil mixed with a variety of rocks, concrete etc.
- Don't forget that each volunteer will need to sign a Release of Liability form, which will be provided by the City. All release of Liability Forms must be returned to the City Forester before the date of planting.
- If the trees need to be delivered in advance of the planting date, please provide a safe place to store the trees so that they do not get stolen. Replacement of trees stolen prior to planting become the responsibility of the applicant's group or individual homeowner.
- Have mulch available at planting time.
- Submit a request for Metro Utilities Council to locate the underground utilities. The number is 503-246-6699 or 1-800-332-2344. Call at least 48 hours, but no more than one week, before digging occurs. If you call too far in advance of the digging the paint that is used to identify the utilities may wash away.

Planting

- It is advisable to have someone knowledgeable about tree planting available to supervise the activity.
- Prepare holes and follow the guidelines as specified in the Street Tree Selection List, provided by the City Forester.
- If the planting holes are dug in advance of the planting date, break up the soil completely, and REFILL THE HOLES WITH THE LOOSE SOIL TO PREVENT A POTENTIALLY HAZARDOUS SITUATION.
- Water and mulch each tree as indicated in the planting directions.

Stake trees if necessary. If the trees that need staking are very large, City staff will stake the trees as soon as possible.

Follow up Maintenance

- Be sure that homeowners follow through with watering, mulching, and pruning. One suggestion is to follow up with a reminder notice in late spring and throughout the summer. The City Forester can assist you with this procedure. Proper care of the trees during the first year after planting is particularly critical to the trees' survival.
- The reminder notice can be sent through the mail or left as a door hanger.

ENJOY YOUR LEGACY!

STREET TREE PLANTING PROJECT APPLICATION FORM

1.	Name of group leader or person to contact:		
2.	Name of homeowner's organization you represent (if applicable):		
3.	Contact's address:		
	Phone #: E-mail:		
4.	Proposed planting site (define street, cross streets, and other relevant information that will provide the City Forester sufficient direction to assess the site):		
	Street name:		
١	Cross streets (beginning and ending boundaries):		
	Other:		
5.	ALLOW AT LEAST FOUR WEEKS AFTER RETURNING THE APPLICATION TO THE CITY FORESTER BEFORE YOUR PROPOSED PLANTING DATE. ALL PLANTING DATES MUST BE BETWEEN MIDSEPTEMBER AND MID-MARCH.		
What date do you plan for the planting activity?			
Alternate date:			
6.	The City will provide trees and soil amendments. You must have provisions for 1) a water supply, and 2) mulch, at the time of planting.		
7.	Arrange a consultation with the City Forester after you have completed the application form. He can be reached at 503-639-4171. He will assess the proposed planting site to determine the selection of species, the number and the sizes of trees that would be appropriate.		

OVERVIEW OF APPLICATION FOR NEIGHBORHOOD STREET TREE PLANTING

- 1. Review the packet materials.
- 2. Complete and mail the Application Form to the City Forester.
- 3. Prepare the "Consent to Plant" form to be mailed to your neighbors. The City will mail these letters.
- 4. The City Forester will tour your neighborhood and determine your tree planting options (i.e. the appropriate planting locations, the appropriate tree species, etc).
- 5. Determine which neighbors are interested in participating in this program and send out the tree selection list provided by the City Forester. The City will mail these letters as well.
- 6. Obtain the type(s) of trees that each homeowner has chosen from the tree selection list. The City Forester will then order the trees and coordinate a delivery date and location with you. This date will be as close to the planting date as possible.
- 7. Obtain "Release of Liability" forms from each person (volunteer) who will be involved in the actual tree planting process.

SAMPLE CONTACT LETTER

NEIGHBORHOOD NAME

GREAT NEIGHBORHOOD NEWS!

The City of Tigard will be helping our neighborhood plant street trees. Imagine how beautiful our streets will look when they are lined with wonderful trees.

The street trees will be planted in every yard approximately 5 feet away from the curb. Some properties will not be eligible for trees, though due to restricted growing space, visual clearance issues, existing vegetation or the proximity to street lights and/or utility boxes. The City Forester, Matt Stine, will make those determinations.

Matt Stine will also provide a list of trees from which you may select the tree species. Trees will be carefully chosen so we plant the "right tree in the right place".

This is a neighborhood event so volunteers are needed to plant the trees. Please consider volunteering so that we can work together as a community and get the trees planted efficiently and safely. The City of Tigard will provide the trees at no cost to you.

This exciting tree planting event will take place this coming fall or winter. IF YOU DO NOT WANT A STREET TREE PLANTED ADJACENT TO YOUR HOME PLEASE NOTIFY ME SO THAT WE CAN EXCLUDE YOUR PROPERTY FROM THE IMPROVEMENTS.

Thank you for your attention and reflect on the idea of our neighborhood lined with street trees.

Neighborhood Planner's name

Title

Address

Address

Phone #

E-mail

CITY OF TIGARD





I,	in	consideration of the
opportunity and permission to volunteer with the City of beneficial experience to be gained, do hereby fully and and employees from any and all claims, demands, and I and howsoever arising by reason of my being allowed to covered by the City's worker's compensation insurance volunteer activities. Any photograph taken of me in my awareness of volunteer activities in the City of Tigard.	completely release the Ciability of every nature at o volunteer with the City for any physical injuries	ity of Tigard, its officials and description whatsoever and I understand that I will be that may occur during my
BY MY SIGNATURE BELOW, I VERIFY THAT I A UNDERSTAND THE RIGHTS, RESPONSIBILITIES THE VOLUNTEER PROGRAM AND AGREE TO HE CITY OF TIGARD, ITS OFFICIALS, AND EMPORMAGE AND/OR PERSONAL INJURY RESULTIPROGRAM.	, AND PRIVILEGES OF OLD HARMLESS, RELI PLOYEES FROM LIABI	PARTICIPATION IN EASE AND INDEMNIFY LITY FOR PROPERTY
Signature of Participant:		Date:
***************	*******	*******
BY MY SIGNATURE BELOW, I VERIFY THAT I APPARTICIPANT AND I HEREBY CONSENT TO HIS, TIGARD VOLUNTEER PROGRAM. I ALSO AGRE, RELEASE THE CITY OF TIGARD, ITS OFFICIALS, FOR PROPERTY DAMAGE AND/OR PERSONAL II RESULTING FROM HIS/HER PARTICIPATION IN PHOTOGRAPHS TAKEN OF MY CHILD/WARD IN USED TO RAISE PUBLIC AWARENESS OF VOLUME Signature of Parent or Guardian (if participant is under	THER PARTICIPATION E TO INDEMNIFY, HO AND EMPLOYEES FR NJURY TO ME OR MY THE ABOVE-NAMED I THE CAPACITY OF A NTEER ACTIVITIES IN	IN THE CITY OF LD HARMLESS AND OM ANY LIABILITY CHILD/WARD PROGRAM. VOLUNTEER MAY BE
Name of Participant:	Age: Pho	ne:
Address:	City:	State:
Person to notify in case of emergency:	son to notify in case of emergency:Relationship:	
Address:	City:	State:
Phone:		